



The Office of Human Resources

Procedures for Classified/Wage Recruitment/Employment Process

To initiate the recruitment process for a new, wage or already established position, a Position Request Form (P-5A) must be completed. For a new position, an Employee Work Profile (EWP) must be attached. All positions submitted for advertisement must be funded and approved by the Department Chair, Vice President, Budget Office and the President. All vacant positions must be advertised through the Commonwealth of Virginia Recruitment Management System (RMS).

- A. Human Resources will develop the job posting in the Commonwealth Recruitment Management System.
 - B. The supervisor will review the job posting and develop specific questions for the posting.
 - C. Upon completion of the review, the supervisor will notify HR and request the approval for posting.
 - D. The appropriate HR Analyst will post the position and allow supervisors to view it while it is posted.
 - E. All positions must be posted for a minimum of five days. They may be posted for Agency Employee Only, State Employee Only or General Public.
1. Develop interview questions on document (RP-2) and present to Human Resources (HR) for review and approval prior to the recruitment deadline date.
 2. Review the position description/announcement to develop the Evaluation/Criteria for the Candidate Screening Form (RP-3) according to job related criteria, specifically, the desired Knowledge, Skills, and Abilities (KSA) established for the position, and apply these criteria consistently to all applicants.
 3. All applicants must apply for advertised position through the automated Recruitment Management System. Resumes and cover letters can be attached to the application.
 4. All resumes and applications received by the deadline date will be processed to the supervisor through RMS.
 5. Upon completion of the automated resumes/application process, the supervisor will receive the following information.
 - **Resumes/Applications:** applicant information will be thoroughly reviewed and released to the department supervisor for review.
 - **Interview Questions Documentation Form (RP-2):** to record the applicant's responses and interviewer's comments to the approved interview questions.
 - **Employment Interview Schedule (RP-3A):** used to document the interview appointment and a copy must be submitted to HR prior to the start of the interviews;and
 - **Record of Interview/Selection Form (RP-4):** used to specify detailed and explicit reasons for selecting or not selecting an applicant for the position.

6. Supervisors will be responsible for contacting candidates and scheduling employment interviews. Candidates should not be contacted at their place of employment, unless specified.
7. Upon completion of the employment interviews, all resumes/applications, Candidate Screening Forms (optional), Interview Questions Documentation Forms, Employment Interview Schedule, and Record of Interview/Selection Forms must be submitted to HR.
8. Human Resources will send the offer letter to the selected candidate.
9. Upon receipt of the response to the offer letter from the selected candidate, the appropriate supervisor will be notified of the acceptance or rejection.

NOTE: Background checks are processed on selected candidates.